G. R. S. IX-5]

Previous references.

CB 173-21-1 to 16
CB 6-20-1, 2 & 3.
CB 176-21-5
CB 161-20-1, 2, 10, 12, 13 & 23.

~~Later references~~

CB 133-20-12 & 13
CB 133-20-1-2
CB 176-21-2 & 6
CB 176-21-1

192 /
(B)

File No. 173-21
Serial Nos. 17, 18

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 17 , 18 .

Part B for August 1922

SUBJECT.

Confirmation of Certain Proby. Asst. Commissioners.

No. 522-G/1-8-22

To
The Comptr. Nizam's Gs
Copy to (1) Comptr.
(2) Rev. Secy

Notifies the Confirmation of Messrs K. Subba Rao M. Shamanna & K. Gopi Dutt, Proby. Asst. Comrs as Asst Comrs, V class, Schedule A, & of Messrs. C. Narasha & P. Suryanarayana Sastri, Proby. Asst. Comrs, V class, Schedule B.

WD 1888—GPB—16,926—23-7-21

G. R. S. III-2]

General and Revenue Secretariat.

C B File No. 173 of 1921

Serial No.	
18	From Mr. K. Subba Rao. Proby Apptt Counsl, Tarikere. Applin dy 28 6 Cy 22 States that he has passed all the Local Service Examinations etc and requests that he may be confirmed as an Apptt Counsl, Schedule A, with effect from the Cy [illegible] Subd with rcts Y. 4/7
17	From The Deputy Comr, Hassan. letter no H.C. 148 of 21-22 & 28.6.22. States that Mr. P. Suryanarayana Setti has passed all the examinations and undergone the required practical training. Asst. Secy's order on the letter:- " I believe the remaining Probr Asst Comrs have passed the local tests & their confirmation is due. Please work this " (Sd) J.A. 3.7.22

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | C.B. File No. 173 of 1921

Serial No.

1) Of the ten Prob^{y}. Asst. Conr^{s}. appointed in January 1920, five, viz messrs E.V. Ganapathi Iyer, Mahomed Ismail Sheriff, R.P. Mallappa, R. Puttaraj urs & C.M.H. Ranjodha Singh were confirmed from 19.1.22 in Notif^{n} no 6281/C.B. 173-21 dt 7.4.22.

2) The question of confirmation of the remaining five, viz, messrs. K. Subba Rao, M. Shamanna, K. Guru Dutt, C. Noronha & P. Suryanarayana Setti has to be taken up for consideration now.

3) under Rule VIII of the Civil Service Rules, they have

(I) to pass

(i) an examination in riding

(ii) Dep^{tal} service exam^{ns} prescribed,

[Rev. H^{y}, Crl H^{y}, Civil Parts I & II, Acc^{ts}, H^{y} & Registration in the case of graduates & Rev. H^{y}, Acc^{ts} H^{y} & Reg^{n} in the case of law graduates]

(iii) an exam^{n} in Kannada, if necessary

(II) to undergo the following practical training -

(i) Training in Taluk office

(ii) Survey Training

(iii) Engineering Training

(iv) Training in Treasury work

(v) Training in D^{t} & Sub D^{n} Offices

NOTE—Contn. sheet.

G. R. S. III-2,

General and Revenue Secretariat.

C.B. File No. 173 of 1921.

P

Serial No.

A statement is put up showing the examinations and training prescribed and undergone by each of the five Probationary Asst. Comrs.

All of them have produced equitation certificates and passed the Departmental examinations prescribed for them.

2) Except Mr C. Noronha, the others need not pass an examination in Kannada as they had taken Kannada as their optional language in a University Examn: Mr Noronha has passed the Kannada Examination last recently.

3) Except Mr. C. Noronha, the others have undergone the practical training in Survey Engineering & Treasury etc prescribed for them.

4) Mr. Noronha has undergone training in Taluk Office & Sub Divn Office; he is under training in the Bangalore Distt. Office from 15th May 1922. He has still to undergo survey, Engineering and Treasury training.

5) The question of the confirmation of four Probty Asst. Comrs, viz, Messrs (1) K. Subba Rao (2) M. Shamanna (3) K. Guru Datt (4) P. Suryanarayana Setti, who have passed the examinations and undergone fully the training prescribed for them, is for orders.

6) There are no [illegible] of Asst. Comrs.

NOTE—Contn. sheet.

General and Revenue Secretariat

File No. of 19

Examinations in Training

Name	Training	Dept. exam.	Examination	J.O.	Sub.	Any other	Remarks	Serial No.
K. Subba Rao	yes	yes	Intermediate	yes	yes	yes		yes
M. Shamanna	yes	yes	do	yes	yes	yes		yes
Guru Dutt	yes	yes	B.A	yes	yes	yes		yes
C. Narasimha	yes	yes	Passed B.A	yes	yes	yes		yes
P. Suryanarayana Setti	yes	yes	B.A	yes	yes	yes		yes

NOTE—Contn. sheet.

4

G. R. S. III-2.

General and Revenue Secretariat.

C.B. File No. 173 of 1921.

Serial No.

P

N

(2) From the statement put up, it will be seen that Mr Charles Krishna has not undergone training in Survey, Engineering & Treasury work. During the period when his fellow probationers were given training in Survey, he was in charge of the Provincial Depot at Bangalore & it was considered inconvenient to spare him for the training (Vide D.C's letter dated 9th July) Apparently the same reason also prevented him from undergoing the Engineering training. From 1st Jan 1922, he was on combined leave having proceeded on a trip to foreign countries & returned to duty only on the 1st of Sept 21. It is therefore clear that he had not sufficient time at his disposal to complete the various items of training prescribed for him.

(3) As he has passed all the departmental tests & undergone training in the Taluk, Sub-Division & District offices, he may perhaps be confirmed along with others of his batch, & directed to work in the State Forest Dept after completion of his Dt office training. The training in Survey & Engineering may be postponed till arrangements are made to train the next batch of probationers, whenever that may be

NOTE.—Contn. sheet

G. R. S. III-2,

General and Revenue Secretariat. | C.B. File No. 173 of 19 21.

Serial No.

confirmation, ~~the~~ ~~satisfactory~~ ~~work~~ on satisfactory completion of the period of this probation ~~confirmation~~ with respect to the existence of vacancies in the cadre -

2) After five years have passed within the limit allowed by the rule the several departmental tests and obtained equivalent certificates, except Mr Nanda then Mr Nanda had to pass the Kannada test. This also he has passed.

3) All the officers ~~have~~ except Mr Nanda have also undergone the prescribed training in Survey, Engineering & Sanitation & Taluk offices. When the other probationers were undergoing survey & Engg training Mr Nanda was in charge the Provincial Govt pointed out to be spared for training. ~~Hence~~ He has completed the main Taluk office training & is now undergoing the Sub office training. In the circumstances it does not seem necessary to withhold Mr Nanda confirmation. He may, like the others, be confirmed from 19 June 1922 and ~~report~~ ~~favourably~~ required to complete

Recommend confirmation from 19 June 1922 & grant increment.

NOTE—Contn. sheet.

G. R. S. III-2]

4756

General and Revenue Secretariat. | C.B. File No. 173 of 1921

Serial No.

his district[illegible] having kept his post in independent charge + also his facilities when there is an opportunity to train some Kanungos of Survey + Engineering. His case not present any practical difficulty as some posts will be supernumerary. (Mr Buttanaj has not completed his Engineering training, but he was confirmed recently + and required to[illegible] his training will be kept after Ex. Engr)-

Secretary

Council Meeting

Secretary

Maybe considered in Council

Circulate

CS 1077/22

DEWAN'S OFFICE.
Rcvd. on JUL 7 1922
Reg. No. 156

NOTE—Contn. sheet.

9)

(For Disposal at a Meeting)

No. C. 23

1922-23.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause v of the schedule.)

Confirmation of Messrs. A.Subba Rao, M. Shamanna, Guru Dutt, C. Moronna and P. Suryanarayana Setti, Probationery Assistant Commissioners.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

Chief Secretary to Government.

11th July 1922.

Extraordinary Member of Council. 13.7.22.

First Member of Council. 13.7.22

Second Member of Council. 13/7

Third Member of Council.

328

10)

8

Extract from the Proceedings of the.....620th.....*Meeting of the Council of His Highness the Maharaja, held at Bangalore on the*.....20th.....July.....1922.....*19*

Subject. - Clause v of the Schedule.

Confirmation of Messrs. K. Subba Rao, M. Shamanna, K. Guru Dutt, J. Noronha and P. Suryanarayana Setti, Probationary Assistant Commissioners.

OPINION OF THE COUNCIL.

All the five Probationary Assistant Commissioners may be confirmed from the 19th January 1922.

(Signed) A. R. BANERJI,
Dewan of Mysore.

"EXTRACT"

Chief Secretary to Government.

WD 1471—GPB—2,000—1-8-21

Submitted to His Highness.

Of the ten Probationary Assistant Commissioners who were appointed in January 1920, the*marginally noted five having fully qualified themselves within two years of their appointment, they have been, under His Highness' order dated the 4th April 1922, confirmed from the 19th January 1922. The remaining five Probationary Assistant Commissioners, viz., Messrs.K.Subba Rao, M.Shamanna and Guru Dutt in Schedule A and Messrs.C.Noronha and P.Suryanarayana Chetti in Schedule B have also completed the tests which they had yet to pass, at the last Local Service Examination held in May 1922. They have all passed the Equitation test.Mr.Noronha has passed the required examination in Kanarese and the others are exempt from passing an examination in Kanarese having taken up this language for one or other of their University examinations.All of them except Mr.Noronha have also undergone practical training in the several offices (taluk, Sub-Division and District) and in Engineering and Survey. Mr.Noronha was unable to take up the Survey and Engineering training as he was in charge of the Provincial Food Depot during the Food Control Operations and could not be spared when the other Probationary Assistant Commissioners were deputed for such training. He also subsequently took 8 months combined leave and went to England and America. He has however completed the training in the taluk and Sub Division offices and also done part of the District Office training.

* 1.Mr.E.V.Ganapathi Iyer,
2.Mr.Md.Ismail Sheriff,
3.Mr.D.P.Mallappa
4.Mr.R.Puttaraj Urs.
5.Mr.C.M.V.Ranajodha Singh.

As these officers have passed all the prescribed examinations the question of their confirmation was considered in Council on the 20th instant when it was resolved that all the five Probationary Assistant Commissioners might be confirmed from the 19th January 1922.

It may be explained that although these officers did not pass all their departmental tests within two years from the date of appointment they are under proviso (1) to Rule VIII of the Civil Ser-

(12)

Service Rules entitled to confirmation with effect from two years from the date of their appointment, as the 1st Local Service examination after they were appointed came off within less than six month after their appointment.

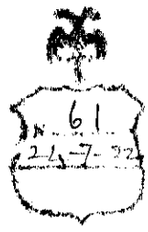
The recommendation of the Council may be graciously approved. In the case of Mr.Noronha, he will, if possible, be given training in Survey and Engineering at a suitable opportunity along with any other candidates who may have to be given such training.

Bangalore,
24th July 1922

24 JUL 1922

(5)

Record of Cases submitted for the Orders of His Highness the Maharaja.



Subject.

Confirmation of Messrs.K.Subba Rao,M. Shamarao, K.Guru Dutt, C.Noronha and P.Suryanarayana Setti, Probationary Assistant Commissioners.

Order.

~~KRM~~

27/7/22

Attested

31/7

R. S. III-21

General and Revenue Secretariat.

C.B File No. 173 of 1921. 32

Serial No.	
	Draft Notifn re confirmation of Probr Asst. Comrs is submitted for approval.
	31.7.22.
	1/8
18	To The Compiler, Mysore Gazette No 522/CB dy 1 8 1922. Notifies the Confirmation of the undermentioned Probry Asst Comrs as Asst. Comrs. V class, with effect from the 19th January 1922:-

Schedule A

1) Mr K Subba Rao
2) " M. Shamanna
3) " K Guru Dutt.

Schedule B

1) Mr Charles Noronha
2) " P. Suryanarayana Setti

To The Comptroller to Govt.
No 523/C.B dy 1. 8. 1922.
Forwards copy of the above Notifn with the intimation that these 5 Officers will have the relative rank which they had previous to the Confirmation of 5 other Probry Asst Comrs ordered in Notifn dy 7th April 1922.

To The Revy Secy to Govt.
No 524/C.B dy 1. 8. 1922.
Forwards copy of the above Notifn (18)

NOTE—Contn. sheet.

C 23 15

32

G. R. S. III-2.]

General and Revenue Secretariat. | File No. | of 1922 – 23.

Serial No.

(*)

31. All urgent or confidential files returned with His Highness' orders may, in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circulated to the Members of Council at headquarters and then sent to the Secretariat concerned for the issue of orders.

Circulated to the Members of Council for perusal of His Highness' orders $\frac{\text{before}}{\text{after}}$ issue of orders. (*Vide* Rules 31, 33 and 34 or the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

Chief Secretary to Govt.

Through the Secretary to Government,

....Department.

1163-103
4.8.22

FIRST MEMBER OF COUNCIL

5.8.22

928
5.8.22

SECOND MEMBER OF COUNCIL

THIRD MEMBER OF COUNCIL.

NOTE.—Contn. sheet.

WD 928—GPB—500—8-11-21

4378

1922

From

To

Dated 15 May 1922

Despatched

Received

General No.

No.

Enclosure No. 2nd

States that Mr. K. Subbaiah
Sastriar, Assistant Commissioner
in this office, attached to this
Circle has completed
his course of training and
that orders regarding his
future work and postings
are awaited.

66619

Office of the Deputy Commissioner,

Hassan District,

Dated, Hassan 28th June 1922.

No. 1487/21-22

From H.C.

C.B. 173-21-17

C.B. 4756

H. Sadasiva Rao, Esq., B.A., B.L.,

Deputy Commissioner, (in charge),

Hassan District

30 JUN 1922

To

Matthan, Esq., B.A.,

Chief Secretary to the Government

of His Highness the Maharaja of Mysore.

Sir,

In continuation of this office letter No.H.C.1487/21-22 dated 19th February 1922, re the practical training of Mr. P. Suryanarayana Setti, Probationary Assistant Commissioner attached to this District, I have the honor to state for the information of Govern ent, that he has completed the required practical training in the work of the District Office and Sub Division Office.

2. As Mr. Suryanarayana Setti is a graduate of the Madras University with Kanada as his optional subject it is not necessary that he should pass the Kanada examination.

3. He has also since passed Accounts Higher Examination held in May 1922.

I have the honor to be,

Sir,

Your most obedient servant.

H. Sadasiva Rao

Deputy Commissioner, (in charge),

Hassan District.

I write refrees.
I believe the remaining
have Pass Hosk. Courses have
passed the local tests.
Later confirmation is due.
Please work this up
HS
3/7

00088

CB 3 17

Dated Tarikere the 28th June 1922.

C.B. 173-21-18

From

K.Subba Rao, Esquire, B.A.,

Probationary Assistant Commissioner,

T A R I K E R E

REV. C.B. 1 JUL 1922 C.B. 1/7/22

K.Mathan Esquire, M.A.,

Chief Secretary to Government,

B A N G A L O R E .

Through

The Deputy Commissioner,

Kadur District,

C H I K M A G A L U R

Sir,

I have the honour to bring to your kind notice the fact that I have passed all the Local Service Examinations and an examination in riding on the dates noted in the margin, and have undergone training in the branches of work prescribed in Government Order No.547--96-G.M. 327-16-29 dated 17th July 1917. I request therefore, that I may be confirmed as an Assistant Commissioner, Schedule(A) with effect from the 19th January 1922 as per Government Order No. 1666-1709-C.B. 13-18-75 dated 25th June 1919, amending Rule VIII of the Mysore Civil Service Rules.

Revenue(Higher) Registration Accounts (Higher)	January 1921
Criminal(Higher) Civil Part I	January 1922
Civil Part II	June 1922
Examination in riding	June 1920

I have the honour to be,

Sir,

Your most obedient servant,

K Subba Rao

Probationary Assistant Commissioner,

T A R I K E R E

Forwarded with compliments.

9.6.22 K Ranganatha Rao

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE.

C. No. 3741/Gl 21-22 Bangalore, 30th June 1922.
3-7-22

FROM
K.R. SRINIVASIENGAR ESQ., M.A.
Revenue Commissioner in Mysore. C.B. 176-21-8
CB. 32

JUL 1922

To

The *Secretary to the Government of*
His Highness the Maharaja of Mysore,
Revenue *Department.*

SIR,

In continuation of my D.O. No. C.3741 G1. of 21-22 dated the 23rd June 1922, re: Mr. K. Subba Rao, Probationary Assistant Commissioner, I have the honor to forward herewith, for the perusal of Government, letter No H.C.329/21-22 dated 27th June 1922 from the Deputy Commissioner, Kadur District, and its enclosure, submitting a memo showing the work done and the nature of the training received in the Sub Division Office by the said officer.

I have the honor to be,
Sir,
Your most obedient servant,

Revenue Commissioner.

M.B.R.

R.C.4.

FROM

K.R. SRINIVASIENGAR ESQ., M.A

Revenue Commissioner in Mysore

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
Revenue *Department.*

DatedBangalore, 30th June 1922.

Despatched

Received

General No.

Enclosure No.

SUBJECT.

Forwarding a memo. showing the work done and the nature of training received by Mr. K. Subba Rao, Probationary Assistant Commissioner, in the Kadur Dist

D. C. 1]

OFFICE OF THE DEPUTY COMMISSIONER,
KADUR DISTRICT.

Dated Chikmagalur, 26th June 1922

No. HC.329/2021
Enc. 3

FROM

THE DEPUTY COMMISSIONER,
Kadur District.

JUN 28 1922

To

The Revenue Commissioner in Mysore,
Bangalore.

Sir,

In continuation of the correspondence ending with my letter No.H.C.329/20-21 dated the 19th June 1922, I have the honour to submit herewith the memo in original prepared by Mr.K.Subba Rao, Probationary Assistant Commissioner attached to this District, showing the work done and the nature of the training received by him in the Sub Division office and a copy of D.O. letter No.40/21-22 dated the 24th June 1922 received from the Sub Division Officer, Tarikere Sub Division and to state that the training is satisfactory and that orders are awaited regarding

2

regarding Mr. Subba Rao's future work and posting.

I have the honour to be,

Sir,

Your most obedient servant,

Deputy Commissioner,
Kadur District.

J.S.R.

D.O. letter No.40/21-22 dated 24th June 1922 from the Assistant Commissioner,Tarikere Sub Division, to the Deputy Commissioner,Kadur District.

In reply to your D.O. No.H.C.328/20-21 dated 19th June 1922, I write to inform you that Mr.K.Subba Rao,Probationary Assistant Commissioner has undergone a fairly satisfactory course of training in this Sub Division Office.

I beg to enclose herein a memo prepared by Mr.Subba Rao and it shows the work done by him and the nature of the training he has received.

XXXXXXXXXXXXXX

"C O P Y"

Deputy Commissioner,
Kadur District.

D.S.R.

Memo of the work done at the Sub Division Office, Tarikere.

27th January to 31st January 1922.

Read the Sub Division Office Manual. Studied the distribution of the several items of work among the clerical staff of the office and compared it with the distribution list as given in Appendix 2 of the Manual. Discussed with the Sub Division Officer in regard to the work I was required to do at his office.

1st February to 5th February.

III Clerk. Sat with the 3rd Clerk and understood the way in which the registering work is done. A Register known as the Amad book is kept in which every paper received in the office is registered in a serial order with brief account of subject matter.

6th February to 15th of February.

Temporary Clerk. Studied the Disposal Number system as given in the Manual of standing orders. Worked with the Temporary clerk who keeps the registers. Under this system all papers whether they form inward or outward correspondence are registered in one register known as the Current Register. It is a combined register of receipts and issues and the entries relating to any particular correspondence are grouped together so as to prominently show the stage at which the correspondence stands and whether it is pending in the office or outside. Two such registers are maintained in the office:-

(1). S.O.C. Register for all correspondence with subordinate and co-ordinate Officers.

(2). H.O.C. Register for correspondence with higher Officers.

The catch words are underlined. The initial number given to a paper in the current register is continued

25

while it is current. When the disposal is reached, the paper is carried to what is called disposal list and there serially numbered, this serial number being noted at the same time in the Current Register. Most of the disposed of records are returned to the Taluk Office where the -- correspondence arose to be filed there and the few that are retained here are entered in three registers:-

(1). Disposal lists.- R. series for permanent -- records.

(2). -do- D_1 series for papers to be ~~re~~ for ten years and above.

(3). -do- D_2 series for papers to be - destroyed after two years.

Three more registers are maintained by this Clerk.

(1). Periodical register in which the returns and other papers of a periodical nature are entered.

(2). Current register for entering papers of the - Maramat Department.

(3). Petition register:- In this, all the petitions addressed to the office sent by post or presented in person are entered in a serial order as they ar received. It gives a full history of the petition from the date of its presentation till it is completely disposed of.

16th February to 5th March.

Income-tax Clerk.- Read the Mysore Income-tax Regulation with the rules framed thereunder and also the circular file of standing orders and memo of instructions issued from time to time by Government and the Commissione: of Income-tax. Studied about 80 assessees files and -- gained a knowledge of how the assessees files are prepared, the way in which the taxable income is arrived at and the steps that are taken to recover the tax imposed. A list of persons whose annual income is likely to exceed Rs. 1440/- is got prepared from personal enquiry and through the - agency of Amildars and Sub Registrars and the names of all such persons with addresses are entered in a register - ~~known~~ known as the file of Assessees. A notice is served on -- every one of them to furnish a return in Form 'D(setting forth the details of his total income during the previous

year, the rental value of his house and any deductions he may claim. This return forms the basis for calculating the sum on which the tax is levied. If there is reason to believe that the return is either incorrect or incomplete a notice in form 'E' is served on the person making the return, requiring him to produce for inspection all the documents and accounts in his possession which relate to the income accrued during the previous year. The accounts etc., so produced are examined and scrutinised and the total income of the assessee is determined. In the case of merchant it is more or less an invariable rule to call for accounts. When the tax is fixed a notice of demand in form 'F' is served on the assessee calling upon him to pay it up in a lump sum or in two instalments, if he so choses. The ~~register~~ ~~register~~ register of assessees files also -- records every step taken for the recovery of tax in the case of defaulting assessees.

The following registers are also kept:-

(1). Assessment register in which columns are provided for entering the amount of tax levied, the penalty, if any, imposed for sending false returns, interest, if any, charged for late payments and refunding of any excess recovery.

(2). Cash book shows the amount of tax paid by the assessees at the Sub Division Office and credited to the Treasury with date.

(3). Register of notices.

(4). Warrant register showing the particulars of -- warrants of attachment issued for the recovery of arrears.

(5). Current register known as S.T.T. Register.

I also assisted in the preparation of the following statements:-

1. Statement of income-tax received by the -- Collector and recovered by the local authorities.
2. Progress Report relating to income-tax.

27

3. Return of Demand, Collection and Balance.

March 6th to March 20th.

Deputy Clerk.- Worked with the Deputy Clerk and acquainted myself with the following among other ~~charge~~ works.

Judicial:- There were about 20 cases on the file of the Sub Division Court falling under the Sections 107, 108, 109 and 145 of the Criminal Procedure Code. There was also a record of a theft case transferred to this Court from the file of the 2nd Class Magistrate's Court. Went through all of them and understood the way in which enquiries are held before passing orders under the sections.

Diaries of Amildars and Sheikdars:- Understood the -- method of checking and reviewing these diaries. In the review, special attention is paid regarding the progress in collection work and the disposal of the darkhasts. An abstract of the journals of Amildars and the Deputy Amildar is maintained in the office. Also observed the way in which the Travelling Allowance bills of Amildars and their - Establishment are checked and objectionable items disallowed before being countersigned by the Sub Division - Officer.

Read some records relating to accidental fires. Relief in the ~~state~~ of building materials is afforded to raiyats paying kandayam to Government in Sirear villages. The value of such materials granted free to sufferers is ordinarily limited to the amount of kandayam paid by them calculated at the seigniorage rates. In most of the cases the needed relief had already been granted by the -- Amildars and reports sent up to this office for information I also dealt with remission and refund records and decrees obtained by Co-operative Societies sent to the Sub Division for execution. As for the Village Courts there is only one of them at Lakkavalli and a register containing the parti-

particulars is kept in the office.

Excise Branch:- 20th March to 5th April.

Sat with the Excise Clerk to learn the Excise work. The work done by him may be grouped under the following heads:-

Crimes:- There are certain offences, such as, illicit tapping, vending liquor without license etc., which are made punishable under the Excise Regulation. When the commission of an offence is detected, the investigating officer makes a preliminary enquiry and sends up a First Information Report. Every stage in the investigation is recorded in his diary and carefully watched by the Sub-Division Officer who issued suitable instructions. When th investigation is completed a charge sheet is placed before the Magistrate. If the offence is not of a serious charact the offender is dealt with departmentally by the imposition of a fine. A Register called the Crime Register gives a brief history from the moment the investigation was taken u till the case was completely disposed of.

Diaries of Inspectors, Sub Inspectors and Patrol ~~Inspectors~~

Another important work is the checking of these diaries. The punctuality in the submission of the diaries, the progress made in tree marking and the handling of the crime cases by the investigating officer and some of the points that are kept in view in scrulinising the diaries. A Check Register of diaries is being maintained. Every week, the Range Inspector is required to submit a consolidated progress report regarding the progress made in tree marking in his range. Any delay in this work comes for remark by the Sub Division Officer. A register showing the abstract of the reports of the three Ranges is kept in the office. There is another register called the sale register which shows the names of all the excise shops are put up for sale. The sale register gives us the name of the successful bidder, his description, the amount of shop rent, de-

details of the security furnished by him and the opinion of the Amildar as to the solvency of the bidder. Suitable steps are taken for the recovery of arrears from the defaulting contractors. There is a fine register for fines imposed departmentally containing details relating to them. A return of such fines is submitted to the Deputy Commissione once in a month.

Special Deputy Clerk. 5th of April to the end of April.

Sat with the Special Deputy Clerk and gained an insight into the handling of papers relating to the following subjects:-

Darkhasts;- I was already familiar with this subject while working in the Taluk Office. Read the Darkhast Rules given in the Revenue Manual. There are various kinds of darkhasts - darkhasts for assessed waste, kharab land, for building sites, for gomal lands, darkhasts for lands -- reserved for date groves, forests and Amrithmahal Kavals and Nirsardi darkhasts. In the case of date groves, forests, the opinion of the departments concerned is got before the darkhast is granted. The Deputy Commissioner has now power to grant darkhasts for gomal lands. Quarterly progress reports are obtained from the Amildars. The return shows the number of receipts and disposals during the quarter, the balance pending at the close of the quarter, the duration of pendency and the Officers with whom they are pending. It is reviewed in this office and submitted to the Deputy Commissioner and a copy forwarded to the Amildar.

Forest Settlement:- Read the portion of the Forest Manual dealing with this subject. There were two records relating to this subject one for the formation of the -- Nandigave block in the Narasimharajapur Sub Taluk and the other for extending the Thagadabagi Forest. To begin with, a notification under section 4 of the Forest Regulation is published in the Gazette. The Government then appoints the

Sub Division Officer as the Forest Settlement Officer. He causes a proclamation under section 5 to be published in the Kannada Gazette. Notice of such proclamation is served on the villages affected inviting the villagers to prefer claims either individually or collectively. Such claims are investigated by the Settlement Officer who either -- admits them or refuses to admit. Such of them as are admitted are recorded in the 'B' Register. The rights thus recorded usually relate to lands, rights to forest produce or easementary rights. There is a final proclamation -- constituting the state forest with boundaries ~~duly~~ clearly defined. Monthly progress reports of the forest settlement operations are submitted to the Deputy Commissioner.

Land acquisition and alienation. Read the rules pertaining to this subject. No agricultural land can be used for non-agricultural purposes without the sanction of Government. A register is kept of all lands notified to be acquired for public purposes. The register shows the details of property to be acquired, extent proposed to be acquired, further - action taken, substance of the award order, reference to Civil Courts in case of disagreement, date of payment of the amount awarded to the party, date of taking over and handing over the property to the Department concerned . Apart from acquisition records relating to the extension of villages sites. I studied the records dealing with the - acquisition of land for laying the Hebbe Tramway. In the latter case the lines were laid soon after the proclamation and the claims of the parties whose lands were taken away were investigated and awards made afterwards.

Stamps. The work under this head falls into two divisions

1. Disposal of impounded documents sent to this -- office to take action under the Stamp Regulation.

2. Refunding of the value of stamps under the same Regulation.

3. The adjudication of stamp duty by the Sub Division

Officer.

Almost all the impounded documents were from the Munsiff's Court, Narasimharajapura, or from the Sub-Registrars. A Register is kept in which there are columns for entering the name of the Officer impounding the document, the names of the executants and executee, the value of the impounded paper, reasons for impounding, amount of duty imposed with penalty, action taken to recover the amount levied and the date of the return to the Officer.

The Stamp Regulation provides for the refunding of the value of stamps in the case of spoilt stamps, unused stamps etc., provided the application is received within a fixed period from the date of purchase. A register is kept for this purpose which records the name of the applicant, date of receipt of the application, date of purchase and value of the stamp, reasons for refunding and other particulars.

A monthly return of impounded documents is submitted to the Deputy Commissioner.

I also studied some phode records and some dealing with the encroachment and unauthorised occupation of Government lands. I dealt with a record relating to the alienation of service inam land in the Ajjampur Hobli.

Head Clerk. 1st May to 5th May.

Went through a muzroi record regarding the restoration of the Kigga temple and dealing with certain money claims of Mr. Channakesava Rao in regard to certain works executed by him. I went through the Jamabandy reports of previous years and understood the nature of the Jamabandy work.

6th May to 15th May:- Absent from Tarikere in order to attend the Local Service Examination held at Chikmagalur.

17th May to 19th May:- Was in charge of the Tarikere,

Sub Division.

20th May to 31st May. Was in charge of the District Treasury and the Chikmagalur Taluk.

2nd June to 11th June:- On casual leave.

12th June up to date:- Read the Jamabandy reports of this year.

Every day I was going through the tappal so as to acquaint myself with the nature and volume of the correspondence transacted through this office. Occasions would often arise to refer to the files of Standing Orders in order to be posted up to date and understand the order passed on a record. I used to consult the clerk freely on all points on which I had any doubts or difficulties. During the period of training, I have tried to understand the working of every branch of this office.

Submitted to the Deputy Commissioner through the Sub Division Officer Tarikere.

Tarikere,
21st June 1922.

Probationary Assistant Commissioner

CB 4699

Office of the Revenue Commissioner in Mysore

Dated Bangalore, the 22nd June 1922.
23rd

D.O. No. C. 3741/21. 22
Encl: 1.

Dear Sir,

In continuation of this office Memo. No. C.3741 G1. of 21-22 dated the 18th June 1922 regarding the future work and posting of Mr. K. Subba Rao, Probationary Assistant Commissioner, I herein enclose for the perusal of Government letter No.H.C. 329/20-21 dated 19th June 1922 from the Deputy Commissioner, Kadur District, and request the favor of early orders in the matter.

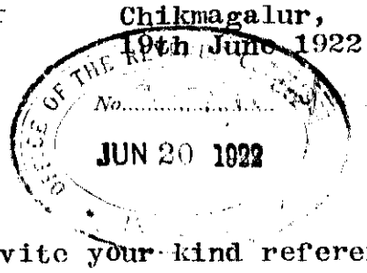
Yours sincerely,

A.V. Ramanathan Esq., B.A.,

Revenue Secretary to Government.
(In charge).

DEPUTY COMMISSIONER
KADUR DISTRICT

Chikmagalur,
19th June 1922.



Dear Sir,

I write to invite your kind reference to my letter No.R.C.329/20-21 dated the 15th May 1922 stating that orders are awaited -- regarding the future work and posting of -- Mr.K.Subba Rao, Probationary Assistant Commissioner attached to this District and to request the favour of early orders on the subject.

Yours sincerely,
K. Muralidhar Rao

To
K.R.Srinivasa Iyengar,Esq., M.A.,
Revenue Commissioner in Mysore,
Bangalore.

G. R. S. VI—G/32]

SUBJECT

Diary No. of letter replied to—

General and Revenue Secretariat

( )

, the *191*

Date of issue

Signed by

Section C.B.

File No. 173-21

Serial No 18

No. 522/CB

8.1.22

Notification

The undermentioned Probationary Asst. Commissioners are confirmed as Asst. Commissioners, V class, with effect from the 19th January 1922:

Schedule A

1. Mr. K. Subba Rao, B.A.
2. Mr. M. Shamanna, B.A (Hons)
3. Mr. K. Guru Dutt, B.A

Schedule B.

4. Mr. Charles Norona, M.A.
5. Mr. P Suryanarayana Setti, B.A.L.T.

over.

By order

Chief Secretary

To The Commissioner of Labour Gazette for publication

Copy to the Comptroller with the memoran-

dum under Proviso 1 to Rule VIII of the

Civil Service Rules (4.0 nos 1666-1709/C.B

13-18-75 dated 25.6.1919). ~~The~~ these five officers will rank

~~ranks of these officers will be affected~~ which they had previous to the

~~by the~~ confirmation of ~~the~~ five others

Probationary Asst. Comrs. ordered in notn.

no 6281 | C.B. 173-21 & T.4.22

Copy to Rev Secy

By order,

Chief Secretary

31.7.22

List of enclosures.

Copied by

Examined by